

WISCONSIN WORKS (W-2) CONTRACT AND IMPLEMENTATION (C&I) COMMITTEE

201 E Washington Ave., GEF 1, Room D203

Madison, WI

June 25, 2004

10:00 AM - 12:00 PM

MINUTES

W-2 Agency Representative Attendees:

Bill Clingan, Chair	DWD/DWS	Mary Lontkowski	Marathon County
Jolene Anderson	Ashland County	Jerry Stepaniak	MAXIMUS
Liz Green	Capitol Consortium	Carmen Rivera	OIC-GM
Michael Van Dyke	Door County	John Rathman	Outagamie County
Kathi Madsen	Douglas County	Susan Fergus	Racine County
Irene Brenon	Kaiser Group	Deb Hughes	Southwest Consortium
Ed Kamin	Kenosha County	Sandra Salarav	UMOS
Shirley Ross	LaCrosse County	Teresa Pierce	Workforce Connections
Liz Maloch	Lakeshore Consortium		

Other W-2 Agency Attendees:

Shirley Kitchen	Dodge County	Donna Blus	Marathon County
Kevin Loef	Kenosha County	John Wilberding	MAXIMUS
Adelene Robinson	Kenosha County	Lynn Brenner	Outagamie County

DWD Staff Attendees:

Brenda Bell-White, DWS/BW-2	Pat McDonnell, DWS/AO	Jenny Ritchey, DWS/BW-2
Heidi Hammes, DWS/BW-2	Margaret McMahon, DWS/BW-2	JoAnn Schmidt, DWS/BW-2
Ron Hunt, DWS/AO	Karen Messinger, DWS/BW-2	Tom Smith, ASD/BB
Tricia Janssen, DWS/BWP	Anna Oehler, DWS/BWI	Edie Sprehn, DWS/BW-2
Joan Larson, DWS/BDS	Janice Peters, DWS/BW-2	Mary Tremain, DWS/BDS
Gerry Mayhew, DWS/BW-2	Linda Preysz, DWS/AO	

GUESTS:

Sarah Diedrick, WI Counties Assn.	Becky Lockery, UW Oshkosh	Hal Menendez, Legal Action of WI
Erin Fath, DOA	Terry Ludeman, DWD/SO	Kathleen Moore, OSER
George Gerharz, Milw. W-2 Agencies	Carol Medaris, WCCF	Victoria Selkove, EJI/NCP
Carri Jakel, LFB	Amy Mendel-Clemens, DHFS/BHCE	

RECORDER: Edie Sprehn, DWS/BW-2

Welcome/DWS Realignment

Bill Clingan opened the meeting with information about the Division of Workforce Solutions (DWS) realignment that took effect June 14, 2004. Bill explained that the purpose of the realignment was to provide focus and clarity internally. Bill stated that service integration is still the main focus for the customer. Committee members requested a new DWS organizational chart.

Minutes Approval

The May 21, 2004 minutes were approved.

Policy/Program Focus

Bill stated that the Department of Workforce Development (DWD) and the Doyle administration are committed to the success of the W-2 program and to continually strengthen it. Bill emphasized the fact that Wisconsin's improving economy represents an opportunity for our customers. Bill informed the meeting participants that \$27.1 million in W-2 resources are available (\$11.4 million with DWD and \$15.7 million with the Joint Finance

Committee) to address possible W-2 needs. He stated that \$11.4 million would be available over the summer and that DWD would go to the Joint Finance Committee in September to request the \$15.7 million. Bill stressed that DWD, in collaboration with its W-2 partners, is committed to implementing strategies to manage the W-2 caseload and related budget pressures. Bill pointed out that success in W-2 is a shared responsibility and that DWD and the W-2 partners need to keep focus on the goals of W-2.

Bill informed the meeting participants that DWS is implementing policy and program strategies to help meet the program and budget challenges. He said that DWS is adding clarity in policy, developing up-front strategies, and improving CSJs emphasis on job placement and the activities that most productively and efficiently lead to job placement. He further explained that there is a need to maintain balance across three program dimensions: 1) this is an employment and training program; 2) we must take special steps for the most vulnerable families; and 3) we need to be assertive about job placement.

Bill said that DWD would implement new strategies through:

- A series of administrative and operations memos;
- Ongoing input from W-2 agencies;
- Series of specialized case specific reports;
- Targeted training to W-2 agencies;
- Open invitation to W-2 agencies for meetings to discuss any agency specific issues and concerns;
- Ongoing monitoring of expenditure and caseload adjustment; and
- New W-2 resources to meet targeted needs.

Bill concluded his W-2 message by informing W-2 agencies on how they can help implement this strategy. He said that W-2 agencies need to:

- Act now;
- Communicate with front line and middle managers;
- Stay engaged for the long run;
- Help DWD clarify where policies need to be refined; and
- Give DWD feedback on progress.

Terry Ludeman shared information on Wisconsin's economy. Terry stated that:

- Wisconsin economy is showing highest job growth in the Midwest;
- There are numerous Milwaukee construction projects that over the next four years represent job possibilities for W-2 participants; and
- The economy should remain strong for at least a three-year period of time.

Ron Hunt reported the following information:

- Wisconsin has requested and will receive additional funding from the Federal Government for the Hmong resettlement;
- DWD is seeking addition Job Access Loan intercept dollars in the amount of \$800,000; and
- The federal government will increase FSET funding by \$700,000 effective October 1, 2004.

Ron asked the W-2 Agencies to review the claiming process of drawing down FSET dollars with their financial staff. It appears that the drawdowns are low which could be attributed to the coding structure. He also stressed the importance of reporting actual W-2 expenditures. He informed the meeting participants that instructions on financial reporting would be coming out soon.

Margaret McMahon distributed a draft copy of the Wisconsin Works (W-2) Case Closures Operations Memo and discussed the information found in the document.

Heidi Hammes shared the W-2 Up-front Workforce Attachment Model and described the model to the meeting participants.

Janice Peters stated that the W-2 Policy Unit has been reviewing the CSJ placement and looking at data related to the length of time participants are in a CSJ, level of engagement of all activities, level of work experience activities, and rate of entered employment for CSJ participants. Based on this data an Operations Memo that highlights some key aspects that are important for CSJ placements is being developed.

Janice stated that CSJs should have a strong focus on developing the specific skills the individual needs to obtain employment, soft skills, and occupational skills. She further explained that work experience activities should fit with participant's career interests. Janice said that there is an expectation that job search and job development activities are integrated into the CSJ.

Janice pointed out that the increased use of pro-rated CSJ is a strategy to move individuals into unsubsidized employment. She emphasized that intensive case management and monitoring placements (FEPs, participants and site supervisors have frequent contact and all know what is expected of them) are some of the best strategies for moving CSJ participants into the workforce.

Best Practices: Up-front Services

Ed Kamin and Kevin Loef shared successful up-front practices developed by the County W-2 Agency.

Suggestions for Agenda Topics for the Next Meeting

A W-2 agency representative suggested an update on the Hmong Refugee Resettlement project and the W-2 2004-2005 Contract funding as topics for the next C&I meeting.

NEXT MEETING DATE: July 16, 2004, 10:00 a.m. – 12:00 noon
201 E. Washington St., Room D203, Madison, WI